

Request for Qualifications

Project Title: Engineering Consultant

Institution: Various Facilities

Project Location: Statewide, West Tennessee

Agency: West Tennessee River Basin Authority (WTRBA)

The State of Tennessee Real Estate Asset Management (STREAM) issues this RFQ to Designers interested in providing full design services including architectural, engineering, and consulting services for the program validation, design, contract documents, and construction administration. STREAM intends to enter into an agreement with a Designer that will deliver design services enabling construction of a facility having the highest possible quality within the available funding and the required schedule. Qualifications Statements in response to this RFQ shall be submitted in accordance with the requirements provided herein.

Summary of Project and Required Designer Services:

Provide such professional advice and assistance as State may request regarding the design, alteration, improvements, planning, repairs and maintenance, including, but not limited to, site visitation and investigation, surveys, models, analyses, design, specification development, cost engineering, and construction and/or repair observations for various WTRBA projects. Agency work includes projects with flood control, bank stabilization, stream and wetland restoration, storm water detention, pump stations, educational and recreational facilities, regulatory permits, project monitoring, hydrologic and hydraulic modeling, or any other design services required for projects that further the mission of the WTRBA.

Responding firms should have experience providing services in the following categories:

- 1) Civil Engineering Design: Flood Control or Conveyance Project; Structural Feature Requiring Analysis of Multiple Forces and Load Conditions.
- 2) Environmental Engineering: A stream mitigation project that has been completed. An example of wetland, stream, or other green infrastructure project.
- 3) Regulatory Permitting: Project that demonstrates the ability to develop and obtain permit coverage on complex environmental projects.
- 4) Storm Water Modeling: Hydraulic Model of Urban, Small Catchment, and watershed scale areas to determine runoff flow timing, volume, and frequency for the evaluation of flood risk and structure performance.
- 5) Landscape Architecture: Ability to create concept materials and compelling plans for public spaces while combining natural and manmade materials in the built environment.
- 6) Construction Engineering, Inspection, and Review: Projects that include quality control of construction activities through inspection, review, approval, and reporting for progress and payment.

This solicitation will incorporate a consultant services contract with a maximum liability of \$200,000 with an anticipated increase of up to \$1,000,000 over 5 years. Additional Non-SBC design services contracts may also be issued by WTRBA to the selected firm. The spend for these design services contracts are anticipated to be approximately \$1,000,000.

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Additional Information:

The project will proceed through design after Designer selection and approval of the Designer by the State Building Commission. The Designer will be retained and managed under standard STREAM procedures and State Building Commission policy and Designer Agreement. See

<http://tn.gov/generalservices/topic/designers-consultants>

Business arrangements and staff locations:

STREAM prefers a single Design Firm as Designer with business partners and consultants that serve under the Design firm. Firms submitting Qualification Statements as a Joint Venture will need to have a current Tennessee business license as a Joint Venture and similar projects completed as the Joint Venture.

When providing information on the designer, consultants and staff, the address of the firms and the staff members should reflect the physical location of the consultants and staff providing the services for this project. Any support staff in other locations should be clearly identified in the proposal.

Registration through the website of the Office of the State Architect is required for all projects and must be completed before expressing interest through submitting responses to Letters of Interest (LOI) or responses to Requests for Qualifications (RFQ) for a project

<https://designerregistration.osa.tn.gov/WebForms/Home.aspx>

Schedule of Events:

RFQ SCHEDULE OF EVENTS		
The Owner may adjust this schedule as it deems necessary. The Owner will communicate any adjustment to the Schedule of Events to all known proposers and also by a special post to the STREAM website.		
Event	Time	Date
Post RFQ on STREAM website		02/26/2020
Written Question Deadline		03/04/2020
STREAM Responds to Written Questions		03/10/2020
Proposal Deadline	2:00 pm CT	03/19/2020
STREAM Evaluation Complete		04/02/2020
Information available for State Architect		04/10/2020
Executive Subcommittee of the State Building Commission		04/20/2020

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RFQ Communications:

Interested parties must direct all communications regarding this RFQ to the Coordinator, who is STREAM's official point of contact. Email is the preferred form of communication.

STREAMDesigner.Interest@tn.gov

Only STREAM's official written responses and communications shall be considered binding with regard to this RFQ. Additional information and answers will be issued as an Amendment and posted on the STREAM website, under Projects Requiring Designers. Each Proposer shall assume the risk of the method of dispatching any communication to the STREAM. STREAM assumes no responsibility for delays or delivery failures resulting from the method of dispatch. "Postmarking" of a communication or proposal shall not substitute for actual receipt of a communication by the STREAM.

Submittal Deadline:

To be considered, the RFQ must be received by the deadline in the schedule of events at the e-mail listed below:

STREAMDesigner.Interest@tn.gov

Submittal Format:

The RFQ response shall be in a single PDF. Maximum number of pages not to exceed 50, including pages with photos, dividers, charts, spreadsheets, and appendices. Include a one page transmittal letter, table of contents, and completed Pro Forma Contract – Contact Information Sheet, which will not count toward the 50 page limit. PDF file size not to exceed 8mb.

RFQ Evaluation

Through this RFQ, STREAM seeks to obtain the most qualified design services for the project. STREAM reserves the right, at its sole discretion, to request clarification of a response(s) to the RFQ.

Evaluation Category	Maximum Points Possible
Design Firm Information (RFQ Section A)	Pass/Fail
Qualifications and Experience (RFQ Section B)	65
Technical Services (RFQ Section C)	35

A. Design Firm Information: (Pass/Fail)

A.1 Provide the firm's name, address, phone number, firm's website

A.2 Describe the firm's form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, Limited Liability Company) and provide the name, e-mail address, mailing address and telephone number of the primary contact for the firm.

A.3 On a single page, provide a summary list of all project participants. Include the name of the primary firm and each consultant along with their area of responsibility and the name of each key staff member to be associated with the project.

A.4 Provide a statement of whether the firm, its consultants or any individual who shall perform work under the contract has a possible conflict of interest and, if so, the nature of that conflict.

<http://www.tn.gov/finance/OSA/documents/SBCPolicyMASTER.pdf>

A.5 Provide a statement that confirms all consultants identified in C.2b and as required to complete this project are included in the basic services for this project. This statement must be signed by a principal of the submitting firm.

B. Qualifications and Experience:

B.1 Describe the firm's credentials to deliver the services needed for this project. Provide an overview of your firm's expertise with projects of similar type, complexity and scope. Provide a list of current projects on which your firm is committed, the status and what services are being provided.

B.2a Provide information on up to five of the firm's design services projects that have been completed within the last five years and that fit the scope, and complexity of this project. Information Include the following information:

- Extent of services provided
- The Designer's and Consultants key personnel for each project
- Completion date and dollar value of construction
- A reference (Owner representative) for each project including contact name, address, telephone number, and e-mail address. The Owner may contact references given as well as any other source available.
- Photographs for each project
- Describe how each project relates to the program for this project

B.2b For consultants that are included as part of the firm's team, provide information on up to five of the consultants projects that are unique and related to this project that have been completed within the last five years and that are of similar type, scope, and complexity within the role of the consultant as the team member. Include the information defined in B.2a.

B.3 Provide the resumes of key firm and consultant personnel who shall be assigned to this project and describe their proposed role and time commitment to this project. Provide each individual's current position with the firm or consultant, years with the firm, education, licensing, professional credentials, and similar project experience.

B.4 Provide a matrix showing the relationship between the projects (B.2) and the key firm and consultant personnel (B.3). Show projects in columns and personnel in rows.

C. Technical Services:

C.1 Describe how the firm will approach and document the various aspects of the project: Identify unique capabilities that your firm / team bring to this project. Provide the firm and consultant office location(s) that will be supporting this project. If the firm and/or consultants have multiple locations serving this project describe how personnel from each location are involved.

C.2a Define all the services that will be included by the team. Explain how the firm will address the various elements of the project including: programming, planning, design, architectural and engineering services, special requirements of the project, contract documents, specifications, software, graphics, ADA/Accessibility, cost estimating, value engineering, sustainability, etc. that will be needed to complete this project.

C.2b For specialty consultants that are included as part of the firm's team, explain the specific duties of the consultant(s) and the extent of work that may be required of the consultant(s). Include information of various elements as identified above as appropriate.

Provide a matrix that shows the level of participation of each consultant as outlined below as a percentage of the total project phase. For the standard disciplines of Civil, Structural, Mechanical, Plumbing, Electrical, Interiors, Landscaping, Environmental do not include a percentage as these are expected to be involved in all phases.

C.3 Provide an organizational chart for this project illustrating lines of authority and specific staff proposed for this project. The chart shall include the key personnel of the firm and basic service consultants with their responsibility / duties identified in detail. If specialty consultant(s) will be used, include them in the chart and a designation that they are specialty consultants.

C.4 Describe how the firm will implement a quality assurance program to minimize the potential for construction changes. Describe how the firm will provide an estimate of probable cost that is reasonably accurate at each stage of the design. Describe how the firm will work with the CM/GC to deliver a project in the budget. Provide a preliminary schedule for this project identifying the time appropriate for each phase.